# Alternative Education On-site Monitoring Visit Rubric

**Reviewer: Sue Foxx**     **Date: 12/3/07**

**Alternative Education Program: Carnegie Learning Center**     **Contact Person: Mark Thompson & Dr. Bolander**

**School Corporation: South Madison School Corporation**     **(5255-2)**     **Phone: 765-623-2152**

Alternative Education Programs will be required to share documentation for each component during the site visit. If documentation is not available on-site, the alternative education contact person will be required to submit documentation to the IDOE within seven (7) days of site visit completion. Programs will be given an Unsatisfactory or Satisfactory for each component. Programs receiving an Unsatisfactory for any component will be required to address those issues in order to remain an approved program.

| COMPONENT | DOCUMENTATION SUGGESTED | DOCUMENTATION PROVIDED | S | U | COMMENTS |
|---|---|---|---|---|---|
| Corporation and Community Support | -Board minutes<br>-Letters of support<br>-Joint agreements<br>-Newspaper articles<br>-Advisory Group list | Board minutes online<br>Newspaper articles | X | | School personnel as Advisory group. Recommended formalizing the Advisory Group with community agency and business involvement.<br>School board has visited location and continues to be supportive.<br>Presentation to board scheduled for February 1, 2008.<br>Positive publicity since rededication in May 2005. |
| Alternative Education Components | -Curriculum<br>-Instructional Methods<br>-Scheduling<br>-Engagement strategies<br>-ISP<br>-Grant application | PLATO–computer-based courseware<br>School schedule<br>ISP<br>Grant | X | | Department chairpersons reviewed curriculum to ensure that the computer courseware meets standards and added projects.<br>Courses are differentiated, self-paced, and based on mastery.<br>Program takes a 1 mile walk together daily and engages in silent sustained reading to boost reading skills.<br>ISP's are written to identify appropriate plan/services.<br>Students attend a 3 hour academic session that may be combined with a work component or career center placement as appropriate.<br>Guest speakers bring relevance to curriculum.<br>Community service (gardening/nursing home) could be expanded to more service learning. |
| Small positive learning environment for students/staff | -Staff & Student roster<br>-Prof. development plan<br>-School Improvement Plan<br>-Advisor/Advisee programming<br>Staff meeting agenda | Handbook<br>Part of HS prof. dev. plan and SIP<br>Staff Meetings | X | | Small learning environment with low teacher-student ratio.<br>Located in old library that has been recently renovated. New furniture and technology in classrooms along with an informal area.<br>Counselor meets with students once a week and can secure additional services as needed.<br>Celebrations for credit and recognition/rewards for attendance.<br>Teacher participates in HS staff meetings.<br>Eat at MS. |

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# On-site Observation Components

During the site visit, IDOE personnel will visit sessions to observe lessons being provided.  IDOE reviewers will be looking to see that actual programming matches descriptions that were provided in the grant application; that students are spending an appropriate amount of time on task; that instruction is clear and understandable; and that instructors seem knowledgeable about lesson content and alternative strategies.  Each program will receive a mark of "Satisfactory" (S) or "Unsatisfactory" (U) for each component.  Programs receiving a "U" in any component will be required to address deficiencies.

| COMPONENT | DATE | S | U | COMMENTS |
|---|---|---|---|---|
| Programming matches description in grant application. | 12/4/07 | X | | Matches description.  Computer based courseware individualizes courses and allows curriculum to be self-paced. |
| Students appear engaged. | 12/4/07 | X | | Observed students working independently on different courses on computers.  Students responded positively when asked about the program and felt supported and challenged. |
| Location supports a positive learning environment. | 12/4/07 | X | | Program operates out of renovated library facility.  Updated technology. |
| Teachers appear knowledgeable and caring. | 12/4/07 | X | | Aide encouraged students and offered assistance as needed.  Teacher expressed care and concern for students.  Ability to get additional academic assistance from HS as needed. |

# Compliance Components

The following information is rated "Compliance" (C) or "Non-Compliance" (N-C).  Selected documentation must be provided as part of the site visit monitoring.  The alternative education contact person listed for each program will be contacted about documents, policies, or descriptions that will be required for the compliance components. Documentation can be submitted prior to or at the visit.  Failure to provide documentation will result in removal from the approved program list.

| COMPONENT | SUGGESTED DOCUMENTATION | C | NC | COMMENTS |
|---|---|---|---|---|

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|---|---|---|---|---|
| Policies & Procedures | -Student Handbook<br>-Entrance/Exit Criteria | X | | Application/Enrollment forms and Learning Center Profile provided.<br>Carnegie Learning Center Handbook provided.<br>Students are referred into the program as an alternative to expulsion, when need nontraditional setting or as dropout recovery.<br>Recommended that entrance and exit process and guidelines be formalized.<br>School calendar and daily schedule provided. Operate on trimester. |
| Staff Qualifications and Employment by Corporation | -Licenses (Teacher, Administrator, Social Worker, Counselor)<br>-Documentation from HR dept.<br>-HQ document | X | | Licensed teacher employed by the corporation acts as a facilitator for computer-based courseware.<br>Counselors work with students as needed. |
| Health and safety laws and regulations | -Safety plans and/or records<br>-Physical location description and/or Department of Health documentation<br>-Evacuation plans<br>-Student release policies<br>-Transportation policies (as applicable) | X | | Safety plans and drills on record as part of corporation.<br>Safety handbook.<br>Transportation provided or may drive. If drive, then subject to random drug testing. |
| Financial viability | -Other Grants applied for/received<br>-Description of how last alt ed distribution funds were spent<br>-Description of corporation 1/3 match. | X | | Historic Preservation Grant for renovation.<br>Exceeds required match and allocated primarily to staff and technology. |
| 2 Hour Session/<br>School Day | -School schedule | X | | Trimester schedule. Students attend 3 hour session in am or pm. Offer programming for full school calendar of 180 days. |

Comments: Program is small and serves as alternative to expulsion as well as a placement for non-traditional learners. Historic preservation grant allowed for renovation of the site that has classrooms downstairs and an informal area upstairs. Elevator makes it handicapped accessible.